

Title of the Project:	AMHS Comprehensive Evaluation
Project Owner:	Rob Carpenter
Desired Work Start Date:	5/1/2022
Desired Work End Date:	10/31/2022
Cost & Payment Method:	Time and materials using a negotiated payment schedule

The State of Alaska Department of Transportation and Public Facilities (Department) is seeking professional services to conduct a comprehensive review of Alaska Marine Highway System Operations. The purpose of the review is to assist the department with identifying areas of operational improvement and identifying practical and effective solutions. The scope of the operational evaluations will focus on vessel operations, fleet maintenance, management structure, public communications, and IT systems. The comprehensive evaluation will take into account a minimum of three years of historical data.

It is anticipated as part of these efforts, the selected contractor will prepare a project plan that outlines the scope and limitations of the review, be provided access to the system, including vessels and shoreside facilities and staff, and have reasonable access to the system data. Upon completion of review activities, the contractor will prepare a comprehensive report summarizing the findings. The report will assist AMHS Management, DOT&PF, Governor's Office, State of Alaska Legislature, and the Alaska Marine Highway Operations Board with long-term planning and decision making.

It is anticipated that the following tasks may be required for this effort:

Project Workplan: The contractor shall develop a project work plan that outlines the overall evaluation scope, milestones for contractor suggested deliverables, timelines, and identify project staff available for the effort. The work plan will clearly articulate required needs for access to vessels and facilities, safety considerations, and protocols for interacting with staff. Potential deliverables could include a preliminary survey and risk assessment, a summary of evaluation findings, and a corrective action plan.

Vessel Operations Evaluation: The contractor shall evaluate the adequacy of operational effectiveness and efficiency consistent with the objectives of AMHS. Review the use of resources and procedures/practices at AMHS to determine if goals and objectives are being met in the most effective and efficient manner. Assess the internal control environment of the unit to manage and mitigate inherent risks.

Fleet Maintenance Evaluation: The contractor shall evaluate the adequacy of current engineering, vessel maintenance, and vessel construction processes.

Financial System Evaluation: The contractor shall evaluate the adequacy of financial resources, and appropriate financial planning consistent with the objectives of the State of Alaska. Address questions regarding internal controls, accounting, budgeting practices, and the propriety of financial transactions.

Management Structure Evaluation: The contractor shall obtain an understanding of significant processes and practices supporting AMHS operations. The contractor shall also evaluate compliance with all known requirements.

Public and Internal Communications Evaluation: The contractor shall evaluate internal and external communications on parameters such as effectiveness in outreach, consistency of messaging, strategy, and controls.

Information Technology Evaluation: The contractor shall evaluate system processing controls, data security, physical security, systems development procedures, contingency planning, and systems requirements.

Stakeholder Review: As the evaluation progresses, the Alaska Marine Highway Operation Board will serve as a review committee and recommend further evaluation as needed.